

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:

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Instruction Memorandum No. MT-2004-063

Expires: 9/30/2005

To: All Montana/Dakotas Employees

From: State Director

Subject: Employee Rights and Responsibilities -- Safety and Occupational Health

The purpose of this memorandum is to inform all employees of their rights and responsibilities in the area of safety and occupational health. These rights and responsibilities are established by the Occupational Safety and Health (OSH) Act, Section 19, and by 29 CFR 1960, Basic Program Elements for Federal Employee OSH Programs and Related Matters.

Employee Responsibilities:

1. Employees are responsible for compliance with safety standards, rules, regulations, and orders issued by the Bureau of Land Management (BLM), which are applicable to his/her actions and conduct (29 CFR 1960.10, OSH Act, Section 19, Executive Order 12196).
2. Employees are responsible for using safety equipment, personal protective equipment, and other devices and procedures provided or directed by the BLM, and necessary for their protection (29 CFR 1960.10).
3. Employees have the responsibility, and the right, for reporting unsafe and unhealthful working conditions. These reports should be made to the first-line supervisor, to the field office collateral duty safety officer, or to the State Safety and Health Specialists. Employees may also report safety concerns directly to the OSH Administration. Form 1112-4 should be used to report these conditions (29 CFR 1960.10, 1960.28).
4. Employees are responsible for immediately reporting to their supervisors every job-related incident or accident (485 DM 7.3).

Employee Rights:

1. Employees are protected from restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition, or other participation in BLM safety and occupational health activities (29 CFR 1960.46).
2. Employees have the right to remain anonymous when reporting unsafe or unhealthful working conditions (29 CFR 1960.28).
3. Employees have the right to decline to perform an assigned task because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures (29 CFR 1960.46).
4. Employees shall be authorized official time to participate in BLM safety and occupational health activities (29 CFR 1960.10).

Questions regarding the information provided in this instruction memorandum should be referred to Karilynn Volk at (406) 896-5190, or to field office collateral duty safety officers.

Signed by: A. Jerry Meredith, Associate

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Distribution

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